

OPERATIONAL GUIDELINES FOR COMMERCIAL FILMING, VIDEOGRAPHY AND PHOTOGRAPHY ON THE CAPITOL BUILDINGS AND GROUNDS

Purpose Statement: The purpose of these guidelines is to provide for the safety and protection of facilities and people.

These guidelines are in addition to the rules and other requirements governing activities on the capitol buildings and grounds (Capitol Campus).

Action: Establishment of new operational guidance

Review Cycle: 1 year

Date Approved: March 16, 2010

Approved By: /s/
Linda Villegas Bremer
Bremer

Related information:

- [WAC 236-17 Use of the public areas of the capitol buildings and grounds](#)
- [WAC 296-800 Safety and health core rules](#)
- [Policy – Appeal of denial of use of the capitol buildings and grounds](#)
- [Procedure - Permitting use of the capitol buildings and grounds](#)
- [Operational Guidance – Scheduling support services for activities on the capitol buildings and grounds](#)
- [Campus Use Rate Schedule](#)

Guidance Statement:

The Department of General Administration may provide locations on the Capitol Campus for film makers (you), including commercial photographers and film and video companies.

As used in this guidance, commercial means promoting, creating or exchanging products or services for the purpose of making profit or revenue. Commercial activities include, but are not limited to, advertising, fund-raising, buying or selling any product or service, encouraging paid membership in any group, association or organization, or the marketing of activities.

This guidance does not apply to government or press activities.

1. You should contact us at least one month prior to any proposed shooting dates and before submitting a permit application.

Review of commercial requests can be complex and we advise you to provide us as much time as possible in advance of any proposed shooting dates. Visitor Services will coordinate reviews of commercial requests.

You can submit your request using our online permit application at:
<http://www.ga.wa.gov/Visitor/schedule-event.htm>.

Include the following information with your application:

- Proposed shooting dates,
- Copy of the script (if any),
- Areas of the Capitol Campus you will be using,
- Number of people and vehicles you will bring to the Capitol Campus
- Name, address and telephone number of the film maker or firm undertaking filming, and
- Name, address and telephone number of the individual who will represent you.

2. You must negotiate with us and agree to a signed contract before any filming may occur.

If we are unable to review your permit application and agree to a signed contract within two full business days of receipt, we may issue you a conditional permit subject to signing a contract with you. Our contract with you will at a minimum:

- Identify filming dates and timetable for post-filming removal of equipment, supplies, materials and/or debris,
- Establish the location fee schedule and damage/cleaning deposit or bond amount,
- Include a rate schedule for reimbursing us for additional expenses including staff time, parking, security and any other unanticipated costs,
- Require prior receipt of activity permit fees, deposits or bonds,
- Require advance receipt of a certificate of insurance naming Washington State as an additional insured,
- Include a hold harmless agreement to indemnify Washington State against any liability that may result from the film maker's presence on state property,
- Require post-filming removal of equipment, supplies, materials and/or debris, and
- Require that prior to filming or photo approval your representative must walk through the areas to be filmed with our representative.

Contracts must be approved and signed by the Assistant Director, Division of Facilities or designee.

[RETURN TO TOP](#)

3. Payment for your permits and other charges must be received in advance of your activity.

Upon approval of your Capitol Campus Event Request Application we will charge you based on our published rate tables. See our Campus Use Rate Schedule for more information.

[RETURN TO TOP](#)

4. We will consult with the Washington State Patrol and coordinate security arrangements for your filming activities.

During the course of any filming, you will comply with direction received from Washington State Patrol.

When required by us, you must agree at least one week prior to shooting, to final security arrangements with the Washington State Patrol.

[RETURN TO TOP](#)

5. We have the authority to stop filming at any time.

The Capitol Campus is an extremely sensitive site. You are responsible to advise all location crews, technicians, and film company personnel that, due to the historic nature of this location, no disrespect or insensitivity to the buildings, grounds, or state personnel will be tolerated. We have the authority to stop your activities at any time.

Your operations and presence on state property may not unreasonably disrupt the conduct of state business.

[RETURN TO TOP](#)

History

Amended:

N/A

Supersedes:

There are no prior versions.

Original effective date:

March 16, 2010

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

[RETURN TO TOP](#)

POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@ga.wa.gov.